Instructions for using the 2008
Landscape Excel Source File

The 2008 Medicare landscape excel source file includes information about 2008 plan options including categories such as Company Name, Plan Name, and Benefit Type for every state. The following provides detailed instructions for limiting the data by filtering and changing the font size.

Filtering Data

There are thousands of rows of information in the landscape source file. In order to limit the information to specific categories (rows) of interest, click once on the downward facing triangle filter button in the bottom right hand corner of the column header for which you want to limit the data. A drop-down menu will appear and you can select the variable of interest to you. After you have filtered the data, the triangle will turn blue to let you know you have filtered the data in that column as shown below.
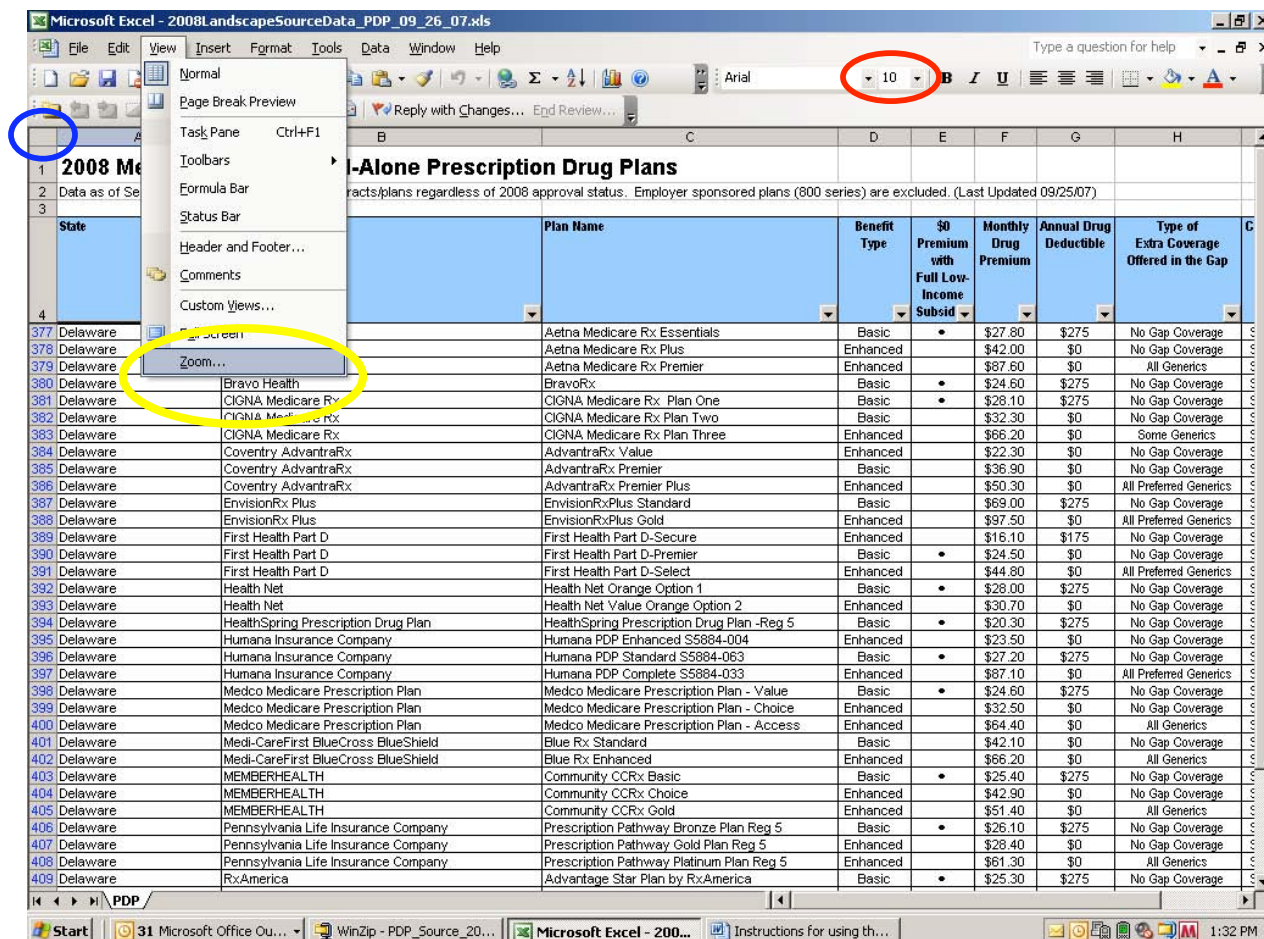

If you have limited the data and subsequently decide that you want to view the complete spreadsheet, click on the downward facing arrow button again and select "(All)." You can limit the data in multiple columns simultaneously. For example, if you only want to view the plans available in Florida with the Enhanced Benefit Type, you can limit the viewable data by clicking

on the downward facing arrow buttons in both columns of interest. The more you limit the data, the fewer options you will see.

Zooming In or Changing Font Size

If upon opening the landscape file the font looks bigger or smaller than you would like, you can either zoom in or change the font size. To zoom, click on the tab called 'View' on the menu bar at the top of your screen and select 'Zoom' from the drop down menu as shown in the yellow circle below.

If you want to change the font size, click on grey box to the left of column 'A' and above row '1', which is circled in blue above. This will highlight the entire spreadsheet. Next, click on downward facing triangle from the font size menu option, which is circled in red above. A drop down menu will appear from which you can select a different size. Selecting a larger number will increase the font size and selecting a smaller number will decrease the font size.